

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING OF THE BOARD

DATE 23 November 2011

**PLACE 1511 Pontiac Avenue, Building 69-2 Conference Room,
Cranston, RI**

**MEMBERS PRESENT Chairman John Carter, Vice Chair Sara
Bradford (Present 2:13 to 3:30), Secretary**

**Steven Pilz (Present 3:18 to 3:48) and Board Member Michael
Dowhan**

MEMBERS ABSENT Scott Millar

**OTHERS PRESENT Ms. Christina M. Styron, Administrative
Assistant**

**Mr. Brian J. Riggs, DBR Department Budget Administrator (Present
2:16 to 2:50)**

**AGENDA ITEM 1 Chairman Carter called the meeting to order at 2:13
PM.**

Call to Order

AGENDA ITEM 2 Secretary Pilz made a motion, seconded by Mr. Dowhan, to approve the Approval of Minutes Regular and Executive Session minutes of the 26 October 2011 meeting with a

revision on Agenda Item 2 and 7 on the Regular minutes. The motion was passed;

four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford,

Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

AGENDA ITEM 3 Because of the nature of the following items, Chairman Carter made a Executive Session motion, seconded by Vice Chair Bradford, to hold an Executive Session

according to Section 42-46-5a of the Rhode Island General Laws, for sessions or

work sessions pertaining to collective bargaining or litigation under Section 42-46-

5(a)(2) and for investigative proceedings regarding allegations of civil or criminal

misconduct under Section 42-46-5(a)(4) and the motion was passed at 2:19 PM;

four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford,

Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

Chairman Carter made a motion, seconded by Secretary Pilz, to seal the executive session and record the votes taken in executive session pursuant to RIGL §42-46-4 and §42-46-5. The motion was passed; four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

Chairman Carter made a motion, seconded by Secretary Pilz, pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law §42-46-5(a). The motion was passed; four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

Record of Votes Taken in Executive Session

Executive Agenda Item #3.1. – Vice Chair Bradford made a motion, seconded by Mr. Dowhan, to close the Bohler Engineering matter. The motion was passed; four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

11-23-11

Page 1 of 4

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING OF THE BOARD

Executive Agenda Item #3.2. – No votes were taken.

Adjournment Chairman Carter made a motion, seconded by Secretary Pilz, to come

out of Executive Session and reconvene to an open meeting pursuant to

RIGL §42-46-4. The motion was passed; four in favor. Voting in favor

were Chairman Carter, Vice Chair Bradford, Secretary Pilz and Mr. Dowhan

at 2:27 PM. Mr. Millar was absent from this vote.

In Executive Session open matters (2), there was 1 vote taken. In Executive Session closed matters, there were 0 votes taken.

End of record of votes taken in Executive Session

AGENDA ITEM 4 1. CLARB November 2011 Member Board E-News

was received.

Correspondence

2. RIASLA Newsletter was received.

AGENDA ITEM 5 a. Rules & Regulations

Old Business

The Board will try to reserve a room at RISD to schedule another workshop on 13 or 15 December 2011. She will advise Ms. Styron so that the workshop can be posted.

b. Legislation

There were no legislation updates.

c. Miscellaneous

1. PLA designation – Chairman Carter will draft a Board position statement which will be sent to CLARB and ASLA and be posted on our website.

2. Ms. Styron will contact CLARB regarding foreign registration and electronic stamping.

AGENDA ITEM 6 a. Miscellaneous

New Business

1. Informational Bulletin

The Board will continue to work on drafting a new Informational Bulletin to Cities and Towns.

2. Chairman Carter reported that Scott Millar informed him that RIDEM feels that the requirement in RIGL § 5-51-2 ... one member shall be from the state department of environmental management is outdated and unnecessary. The Board suggested that RIDEM speak to Attorney DeQuattro about the possibility of submitting amended legislation. He may not be able to attend meetings anymore.

b. The next Board meeting is scheduled for 25 January 2012.

11-23-11

Page 2 of 4

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING OF THE BOARD

AGENDA ITEM 7 LA applications

Applications–LA & COA

William Anderson, former license #398, request for reinstatement

An e-mail was sent to Mr. Anderson asking him to submit a cover letter regarding the samples submitted providing clarification of his involvement and proof of authorship of same. We will await his response.

Jing Yang – Vice Chair Bradford made a motion, seconded by Mr. Dowhan, to approve Jing Yang to take the June 2012 RI LA exam. We will advise Ms. Yang to compare the courses she completed at Tongji University and Washington University with the core curriculum required for a BLA/MLA in the US to ensure that she will meet the education requirement prior to the time she applies for registration. The motion was passed; four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

COA applications

The Board reviewed the following initial Corporation/LLC COA applications:

Activitas, Inc. listing Patrick Maguire in responsible charge

Secretary Pilz made a motion, seconded by Mr. Dowhan, to approve the above listed COA application pending receipt of a Certificate of Good Standing from the RI Secretary of State. The motion was passed; four in favor. Voting in favor were Chairman Carter, Vice

Chair Bradford, Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

Tupelo Gardenworks, Ltd. listing Christopher Manchester in responsible charge

Secretary Pilz made a motion, seconded by Mr. Dowhan, to approve the above listed COA application pending receipt of a Certificate of Good Standing from the RI Secretary of State issued after they amend their purpose to include landscape architecture. The motion was passed; four in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz and Mr. Dowhan. Mr. Millar was absent from this vote.

The Board reviewed the following amended COA application:

Halvorson Design Partnership, Inc. adding Robert Uhlig as a person in responsible charge along with existing person in responsible charge Craig Halvorson

Secretary Pilz made a motion, seconded by Mr. Dowhan, to approve the above listed amended COA application. The motion was passed; three in favor. Voting in favor were Chairman Carter, Secretary Pilz and Mr. Dowhan. Vice Chair Bradford and Mr. Millar were absent from this vote.

11-23-11

Page 3 of 4

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING OF THE BOARD

Chairman Carter asked Ms. Styron to e-mail the COA approval letter that we use to the Board for their review/revision. They want the letter to reiterate that the COA is approved as long as the person listed in responsible charge remains an employee and does not become a subcontractor or independent contractor.

Chairman Carter also asked Ms. Styron to e-mail the links to our applications to the Board for their review/revision.

ADJOURNMENT Secretary Pilz made a motion, seconded by Mr. Dowhan, to adjourn at 3:43 PM.

The motion was passed; three in favor. Voting in favor were Chairman Carter,

Secretary Pilz and Mr. Dowhan. Vice Chair Bradford and Mr. Millar were absent

from this vote.

11-23-11

Page 4 of 4